

Landing the Job You Want – Networking

Did You Know That ...

... only a limited number of jobs are advertised in local newspapers and only a small percentage of people get jobs from answering these ads?

... most people who look for work go after these advertised openings—increasing competition for a limited number of jobs?

... **approximately 60 percent of job hunters find their new job with the help of friends, family members or acquaintances?**

Networking. It's labeled one of the most effective ways to find employment—as the statistics above show. But, what does this job search method entail? And, how can you use it to find your next job?

These are some of the questions you must answer as you continue on the road to re-employment. From understanding its definition to distinguishing its role in your job search, this information sheet will give you tips to make networking a central part of your career plan.

Developing Contacts

That's the basic definition of networking. But who are contacts? Contacts are generally people who can give you job leads. You probably know a large number of people who would recognize a potential employment opportunity for you. They may have ideas about different types of occupations and industries to or, they may be able to refer you to acquaintances who know more about other possibilities.

A good contact is anyone who can:

- offer you a job
- tell you about a job opening
- refer you to somebody who can arrange an interview read your resume
- give you the name of somebody who can do any of the above



Establishing Your Network

Creating a network of contacts is crucial to the success of your career plan. So, where do you begin? Start by developing your current network—people you already know—and contact some of them. Add any people they may suggest as you continue the journey, as well as some of the people mentioned below:

- professional colleagues
- classmates, fraternity/sorority members
- ex-employers
- ex-co-workers
- relatives and neighbors
- doctors, dentists
- clergy
- faculty members
- local business people who interact with customers each day (i.e.—insurance agents, hairdressers, druggists, bankers, store managers)
- interviewer in a company where you were refused a job



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Make it a point to continue adding to your network, including more and more people who can help you in your search for a good job. Remember to keep in touch with these contacts to let them know how you are progressing. In addition to the people listed, other sources that may prove helpful are :

- the yellow pages
- government agencies
- trade shows and conventions
- volunteer groups
- business calendars
- your alumni directory
- a health spa
- professional journals
- chambers of commerce
- civic clubs and organizations, i.e. Rotary Clubs, Lions Clubs
- neighborhood employment centers
- local newspapers
- college bulletin boards and placement offices

Building a network takes originality and creativity. Do not prejudice any networking source—this contact could provide you with the referral or lead that results in your next job. Consider all categories of people with which you come in contact, not only those in your occupation or those you know well. People you've met briefly may be willing to give you helpful information. So, the next time you go to the doctor, plan a lunch date with an ex-classmate, or visit the bank, bring a few resumes and add some contacts to your network!

Making the Commitment

Your network is crucial to your job search. The more people who know you are looking for a job, the faster you'll get back to work. So, increase your chances of being hired! Develop some contacts along the way and uncover those unadvertised job leads. DCS's Job Search Journal and other publications are on hand in this One-Stop Career Center. In addition a variety of workshops are available, to provide you with more networking tips.

